

Senior Auditor Evaluator II, Bureau of State Audits

Audits Division, Branch 3

Permanent – Full-Time

Position Number 339-100-4105-900

SALARY RANGE: **\$6,272 - \$8,245**

DUTIES: Senior Auditor Evaluator IIs in Branch 3 typically oversee performance audits. Under the direction of the Principal Auditor, the Senior Auditor Evaluator II typically supervises three to four auditors in performing audit field work to ensure the quality of work products and compliance with all applicable auditing standards. The Senior Auditor Evaluator II supervises, plans, directs, and conducts medium-sized and moderately complex audits and meets tight timeframes. The work includes the scoping and planning of audits and audit activities; extensive communication with audit staff and the Principal Auditor in a collaborative work environment; and ensuring the thorough and accurate documentation of audit activities and findings both during field work and in the development of audit reports. Duties include, but are not limited to, the following:

- Manage the ongoing work of auditors through general supervision to ensure audits conform to governmental audit standards and fulfill the mission and purpose of the State Auditor.
- Communicate with auditee staff to obtain necessary information for audits, and with auditee staff, audit team staff, project managers, executive management, and the office's service units to convey information related to audit procedures, findings, and recommendations.
- Oversee the development of thorough and accurate audit reports to present audit findings and recommendations.
- Oversee the scoping and planning of audits and audit activities to ensure necessary resource allocation and that plans are consistent with audit objectives and auditing standards.

DESIRABLE QUALIFICATIONS:

- Experience supervising, coaching, and training staff to ensure all work meets the office's objectives.
- Experience monitoring the work of staff to ensure that it meets quality, quantity, and timeliness standards.
- Experience using the principles, practices, and procedures utilized to conduct performance audits to ensure they are conducted in a sound manner according to Government Auditing Standards (the "Yellow Book").
- Experience reviewing and evaluating audit team's work papers to ensure that the analyses and conclusions made about the audit subject are based on sufficient and appropriate evidence to report audit findings to management and/or audited agency.
- Knowledge of auditing principles to ensure auditing activities and recommendations are based on independent, objective, fact-based, nonpartisan assessments of government policies, programs, and operations.
- Knowledge of time management techniques to provide for efficient prioritization and completion of work assignments.
- Knowledge of principles and practices of project management to ensure the proper planning, monitoring, and review of project steps and outcomes.
- Skill to track project work plan and work activity deliverables to ensure they are completed on time and within budget.
- Skill to design audit procedures to ensure information is obtained in accordance with auditing standards.
- Skill to review analyses of data and materials conducted by audit team or others, to detect deficiencies, effectiveness, and/or non-compliance with laws, regulations, and/or policies and procedures.
- Skill to conduct presentations to various individuals in various venues to relay information in a clear, accurate, and professional manner.

DESIRABLE QUALIFICATIONS (continued):

- Skill to write in English using correct grammar, spelling, and punctuation to ensure effective communication and composition of work papers, reports, memos, emails, and/or other written communication. Edit written work products to ensure the final work products are clear and concise.
- Ability to synthesize data, materials, and information into logical, meaningful, and concise findings to make sound decisions and recommendations.
- Ability to communicate orally and listen effectively with a variety of individuals to relay and receive information accurately as the situation demands.
- Ability to adapt plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.
- Ability to make accurate judgments about how much time a task, or group of tasks, will take to complete to ensure timelines are accurate and completion dates are realistic.

Special Requirements:

- Willingness to work long or irregular hours to perform job duties.
- Willingness to travel to various work locations throughout the State of California, including for extended periods, to perform duties related to the job.
- Required to work within tight and/or challenging timelines to complete projects or assignments.
- Required to be flexible in adapting to changes in priorities, work assignments, and other interruptions to effectively respond to demanding situations, and to complete projects or assignments effectively.

APPLICATION REQUIREMENTS: In addition to your **standard state application (STD. 678)**, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. A SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. **The SOQ should specifically describe any experience you have supervising and conducting performance audits in accordance with Government Auditing Standards ("the Yellow Book") and your experience supervising, motivating, and developing subordinate auditors.** The SOQ serves as a documentation of your ability to present information clearly and concisely in writing and should be typed and no more than three pages in length. Your SOQ will be considered the first interview for this position. If your qualifications are competitive, you will be invited for an on-site interview.

TO APPLY, send or deliver a completed STD.678 and SOQ to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

FINAL FILING DATE: JUNE 30, 2015

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in the Senior Auditor Evaluator II (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. All interested applicants must submit a STD. 678 (with an original signature). **Emailed applications and applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted.** All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.